STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE

X Update

☐ Formal Review

Date Submitted _12-06-16_____

SECTION I - Identification

Working Title: Construction Engineering Services Value Analysis and Constructability Review Specialist

Department: Transportation

Job Code Number: 131857

Division & Bureau: Engineering, Construction Engineering Services

Job Code Title: Project Management Specialist

Section & Unit:

Pay Band: 7

Work Address:
2701 Prospect Ave.
Helena, MT 59601

Position Number: 80027, 80028

Phone:444-2413

☐ FLSA Exempt ☑ FLSA Non-Exempt ☑ Non-Union ☐ MPEA ☐ Blue Collar

Profile Completed By:
Paul Jagoda 11-29-16
Construction Engineering Services Bureau Chief

Work Phone:
444-2413

Work Unit Mission Statement or Functional Description:

The Highways and Engineering Division prepares projects for bidding and coordinates highway construction. The division is made up of the Materials, Construction, Right-of-Way, Bridge, and Preconstruction Bureaus; the CADD Systems and Engineering Management Support Sections; and five District Construction Offices in Missoula, Butte, Great Falls, Glendive, and Billings for budget and workforce purposes.

The Construction Engineering Services Bureau develops statewide construction operating procedures and reviews, evaluates, and reports on compliance of plans with policy, procedures, plans, and specifications for highway and bridge construction projects statewide and develop and make needed change; investigates and develops solutions to complex construction problems and deficiencies; provides professional and technical construction and contract administration advice to Districts, District construction engineers, bureau chiefs, and designers; investigates and analyzes engineering aspects of contract claims and develop and incorporate needed changes to statewide claim operating procedures; researches, analyzes, and develops policies and procedures to mitigate conflicts and provide effective contract administration ; and reviews plans and specifications and develop changes, Manages the

Value Analysis Program, Constructability Review Program, Post Construction Review Program ,Prequalification Process, and Feasibility Review Process .

Describe the Job's Overall Purpose:

This position is a **Construction Engineering Services Specialist** and is located in the Construction Engineering Services Bureau of the Highways and Engineering Division. The position is responsible for developmental tasks that affects statewide preconstruction/construction operating procedures, the Value Analysis Program Manager, Constructability Review Program Manager, Post Construction Review Program Manager, Prequalification Process Manager, and Feasibility Review Process manager and influence other statewide policies, procedures and operations statewide and for conducting research, compliance evaluation, and highway project administration to provide engineering oversight, solution development and implementation, and policy/method development for construction projects; researching engineering and construction design, equipment, materials, and special items to develop new policies and specifications; and conducting professional engineering reviews of all plans and special provisions for proposed and active road construction projects. The position reports to the Constructability Review Section Supervisor/Design-Build Engineer/Value Analysis Engineer.

SECTION II - Major Duties or Responsibilities ***% of Time***

A. Constructability Review Program Manager, Post Construction Review Program Manager, Value Analysis Program Manager 38%

Manage and administer the Constructability Review Program, Post Construction Review Program, Prequalification Process, Feasibility Review Process and Value Analysis Program. Evaluates statewide construction policies, procedures and guidance to determine how they affect projects and develop solutions and changes to assure they remain current with the fast changing construction world. Conduct professional engineering reviews of all plans and special provisions for proposed and active road construction projects to determine whether proposals are viable (prior to advertising); ensure compliance with professional, state, and federal standards; and to develop and maintain standard specifications for roads.

1. Develop constructability reviews according to statewide needs and MDT requirements. Establish and revise standards and procedures for constructability review processes to ensure cost effectiveness and process efficiency and completeness. Implement and conduct 3-D Design & Model reviews. Develop and establish uniform post-construction review standards and procedures to implement effective methods for assessing the overall quality, design, cost-effectiveness, and procedural efficiencies of various projects. Monitor the development of post-construction review assessment reports to synthesize findings and provide MDT with technically defensible conclusions regarding the overall effectiveness, efficiency, and quality of completed construction projects. Establish overall work plan to ensure consistency; prepare plan review, constructability review and post construction review schedules; assemble, maintain and monitor.

2. Develop, implement and manage the agency Value Analysis (VA) program to provide a function-oriented, systematic, team approach to eliminate and prevent unnecessary costs or to add value to projects. Maintain a VA Program Manual that includes the policies for

nomination, review, and inclusion of projects in the VA program and to ensure effective implementation of VA concepts and objectives. Oversee the development of VA criteria and program procedures to approve or reject recommendations. Manage, Develop and Lead project VA teams based on project requirements and involvement. Coordinate and direct value analysis studies to ensure they follow recognized systematic problem-solving analysis processes that are used throughout private industry and governmental agencies. Resolve project problems as early as possible by organizing Project Feasibility Studies to achieve an agreement between the involved parties as to how a particular project will be scoped. Evaluate projects and conduct post-construction reviews to determine if VA recommendations were properly implemented and to determine if innovations actually improved cost effectiveness or improved quality.

3. Develop changes to improve statewide project plans, special provisions and specifications. Conduct comprehensive assessments of construction plans (constructability reviews) prepared during the design phase to determine the level of compliance with policies, regulations, determine interrelationships and site requirements by conducting engineering assessment of plans through both office and field reviews to establish project requirements and control standards in compliance with specifications and standards. Conduct research into past department projects and precedents; assess current materials, level of effort, and design resource requirements and economics; perform advanced project modeling work using engineering concepts and computer tools; and synthesize materials reports, plans, and site characteristics to determine adverse effects and solutions and assessing various project construction methods to ensure compliance with state and federal requirements.

4. Evaluates statewide construction policies, procedures and guidance to determine how they affect projects and develop solutions and changes to assure they remain current with the fast changing construction world. Assesses highway project proposals, project precedents, engineering designs, recent developments and innovations, and project needs to assess the time and cost parameters of proposed projects, ensure that proposals are compatible with past projects, and determine whether or not project objectives and outcomes are well-defined. Identify areas of non-compliance and recommends solutions, amendments, or delays as appropriate.

5. Evaluate proposed design, materials, and engineering aspects of plans to determine compliance with engineering, construction, design, and safety standards and ensure compliance with established state and federal contracting, materials, and construction requirements. Resolves conflicts by coordinating with various sections, bureaus, and divisions within the department as well as staff within other agencies to arrive at viable solutions. Develop and incorporate needed changes to current statewide processes, procedures and specifications.

6. Attend and conduct reviews and conferences for specific project elements and special design considerations by contractors, department personnel, and other state and local agency personnel as necessary. This involves providing expert advice on road and surface engineering issues, resolving discrepancies and differing views, and attaining agreement or consensus on design solutions to engineering problems. Champion and be a member of the development of the solutions. Reviews, distributes, and documents decisions made at conferences.

7. Enforce and develop improvements on statewide preconstruction/construction operating procedures. Report on deficiencies and recommends corrective action to engineering project managers and District construction engineers. Write objective reports on each project review for the FHWA, Construction Engineering Services Bureau, and District documenting contract changes, engineering concerns, and other pertinent project information.

8. Provide technical consultation and advice to Districts and design staff on highway engineering, design standards, and material requirements to identify how they relate to project needs and activities. Develops unique solutions to large and specialized material procurement processes by analyzing the scope of proposed projects and interviewing project managers, designers, construction staff, and other specialized professionals to synthesize information regarding project needs. This involves conducting research into project alternatives and requirements to develop responses and may involve negotiations with contractors (e.g., highway construction and materials prefabrication businesses) to identify suitable product or service alternatives that are more cost-effective. Develops changes in preliminary scope of work and drafts clarifications and addenda.

9. Review engineering design specifications, standards, and contract administration policies to develop recommendations to make them more efficient and effective, and evaluate inspection practices to keep them current with industry standards. This involves research and assessment of professional standards and industry developments, assessing past project experience and contractor input, and developing new standards based on input from a broad range of MDT, FHWA, and other specialists.

10. Perform analysis and develop recommendations to accept or deny of Value-Engineering proposals, Non-Uniformity Complaints and claim settlements, to determine if similar project results (e.g., structural integrity, useful life, maintenance requirements, etc.) can be attained in a more cost-effective manner. Review and assess proposed design alternatives to determine optimum locations and design features for projects. Ensure proper engineering judgment and theory is used along with design standards to determine the most cost-effective design that addresses the safety needs of the traveling public. Develop and implement changes to statewide preconstruction/construction operations, and specifications from Value Engineering proposals accepted. Conduct spot-checks (project reviews) to ensure changes were effective.

B. Preconstruction/Construction Engineering Oversight and Administration 30%

Conduct research, compliance evaluation, and highway project administration to provide engineering oversight, solution development and implementation, and policy/method development for statewide preconstruction/construction operating procedures and preconstruction/construction projects. These developmental tasks influence statewide preconstruction/construction policies, procedures, guidance and operations statewide.

1. Assess and spot-check (project reviews) district and state-wide contract and preconstruction/construction administration enforcement and operation procedures. Evaluate and enforce current preconstruction/construction operating procedures, determine

and make changes to preconstruction/construction operating procedures (I.e. Construction Administration Manual, VA Program Manual, D-B Manual and Specifications). Assess district and state-wide construction project plans, engineering issues, department policy and legal/administrative issues to develop strategic work plans and to allocate work time toward projects and activities that will have the most meaningful impact on engineering compliance and effectiveness in the district and state. This requires the evaluation of planned and active preconstruction/construction projects; civil engineering and the physical science concepts and theories; road, hydraulic, traffic, and safety design concepts; geology; environmental rules and regulations; engineering policy and accepted practices; industry standards; AASHTO design codes; federal, state, and local laws, regulations, and practices; contract claims, contract law and contract administration techniques and practices; etc.

2. Develops changes to statewide contract procedures and specifications by evaluation of assigned projects through spot-checks (project reviews) during critical points to ensure compliance with engineering standards, develop solutions to engineering and contract administration problems, and to coordinate the development of new methods or approaches for unique or unprecedented engineering or administrative issues. This includes evaluating specification requirements and material sampling and testing; developing site-specific sampling and testing procedures; interpreting and reviewing construction plans; determining the need for project changes due to severe contract or construction problems; investigating and analyzing construction deficiencies in order to form conclusions or identify areas needing further research by specialty work units; coordinating problem resolution between contractors, project staff, and specialty work units, and monitoring overall progress of projects.

3. Incorporates lessons learned (improvements to process, procedures, specifications, etc.) into statewide construction operations/specification of conducted investigations. Coordinate or conduct investigations of construction and specification deficiencies to expose engineering problems and develop alternative and innovative solutions to engineering problems. Conduct quality control checks (project reviews) to analysis effectiveness. This involves coordinating and overseeing the work of road and bridge designers, materials engineers, and other specialists required for deficiency investigations; developing reports on findings and recommends (e.g., engineering modifications or administrative actions such as mediation and/or enforcement); and developing alternatives and innovative approaches for engineering problems (e.g., unexpected site or environmental conditions, design flaws, safety concerns, aesthetic problems, etc.). This involves advanced engineering design, research, and coordination among various department work units to identify and resolve construction or design deficiencies.

4. Develops new statewide preconstruction/construction operating procedures and guidance and make changes to current guidance and contract administration procedures. Provide engineering and project administration expertise and guidance to districts, other bureaus, and legal staff to ensure uniform compliance with department policies, specifications, special provisions, and construction and inspection procedures. This includes evaluating and developing approaches for engineering issues that affect current and future projects in the district and statewide (e.g., engineering policy and project construction methods and standards); evaluating the impact of legal and administrative precedents; conducting research into project alternatives and requirements to develop responses to identify

suitable product or service alternatives that may be more cost-effective; developing changes in scope and drafting clarifications and addenda; overseeing or providing mentoring; providing engineering design advice and technical assistance to District Offices, county commissioners, individuals, contractors, and others regarding project design and construction practices; and interpreting and applying construction regulations, codes, and criteria.

5. Develop statewide construction claim operating procedures and incorporate lessons learned (improvements to process, procedures, specifications, etc.) from legal determination of litigated claims that influence policy, procedures and operations statewide. Conduct critical assessments (project reviews) of projects to determine success of claim lessons learned and develop improvements from these project reviews. Analyze and determine the level of federal funding participation on claim and litigation settlements and provide the justifications for this funding amount. Research and evaluate contractor claims to develop appropriate responses to ensure compliance with established policies, regulations, plans, and specifications; ensure uniform statewide contract administration, conformance to standards, and continued federal funding of projects; provide engineering expertise on contract claims management issues; and ensure proper documentation of engineering data and facts. This involves determining relevant facts, applying the policies and procedures of all bureaus within the division Bureau; and coordinating and considering the functions and policies of other divisions and work units within the department as well as individual contractor business practices and legal considerations. Act in advisory capacity in a litigious environment and situations and evaluates contractor claims to determine the merits of individual claims regarding contract requirements, delays, financial settlements, and other issues associated with specific projects. Provide advice and guidance to Districts on the evaluation and analysis of contract claims (i.e., policy, precedents, engineering and materials specifications, etc.). Review liquidated damage recommendations for construction projects. This involves researching, compiling, and presenting pertinent information in professional and accessible formats; conducting investigations of claims, plans, and specifications; documenting findings; developing legally defensible conclusions; and recommending appropriate actions.

6. Conducts federal oversight duties on a statewide and project level for non-FHWA Projects of Division Interest (PODI) projects to assure contract administration procedures are in conformance with federal and CFR policies, and develop needed statewide operating procedures. Conduct checks on projects (project reviews) to review compliance. Serve as liaison and district construction expert for correspondence with state and federal agencies (e.g., FHWA) to obtain or furnish information regarding construction projects and MDT and federal standards and requirements for design and construction specifications. Provide assistance to cooperating agencies on engineering design, materials, contract administration and related activities and maintaining federal funding by assuring compliance with the FHWA/MDT Oversight Agreement, This includes conducting joint reviews with FHWA; coordinating problem resolution and follow-up; providing data and justifications for engineering design; ensuring the distribution of current, accurate project information; providing detailed information regarding project status; and developing and presenting technical and contract administration information at construction seminars and other training sessions.

7. Develop statewide methods to improve cost effectiveness on preconstruction/construction projects and contract administration procedures. Compile analytical reports covering any or all construction aspects of construction reviews, delineating problems and recommending corrective actions. Disseminate and discuss findings with the Bureau Chief, Engineering Manager, field staff, and other agency engineers to initiate corrections, deliberate alternatives, and implement solutions. This involves interpretation of plans and specifications, and assessing various options to resolve design & construction problems to identify the most cost-effective way to attain project results, compliance with specifications and provide recommendations to enhance the quality of design and construction. Research and compile legislative statements and fiscal notes.

8. Conduct developmental tasks that influence statewide construction policies, procedures, guidance and operations statewide. Develop solutions to a broad range of engineering deficiencies and contract administration problems to facilitate project completion and ensure compliance with federal and state construction and contract requirements. Conducts critical control reviews (project reviews) to assess needed changes. This involves coordination with engineering and design professionals and the theoretical application and testing of engineering concepts to assess the feasibility of various alternatives.

9. Review project contract modification (change orders). This involves determining whether proposed changes are within the scope of the original agreement; negotiating terms of change orders; calculating time and cost effectiveness and determining collateral impacts of proposed changes; evaluating designs and plans for adherence to contracted terms and overall adequacy, quality, and safety; and consulting with specialty work units in the department regarding design or other problems. Conduct quality control checks (project reviews) at critical points of the project to determine the level of success of the contract modification.

C. Preconstruction/Construction Engineering Research and Development 30%

Implement changes to preconstruction/construction methods, specifications and procedures from research engineering and construction design, equipment, materials, and special items to develop new specifications; construction operating procedures, implements updates for a variety of department reference manuals; determine, develops and present training and training materials; to develop and upgrade policies and procedures; and ensure that department practices, standards, and specifications are cost-effective and current with industry standards and expectations.

1. Implement changes to preconstruction/construction methods, specifications and procedures from research and assess innovations in highway construction equipment, materials, and design evaluate new equipment and methods of the industry to determine their applicability to state and department operations. Conduct studies to develop and write specifications for new equipment and materials, optimize resources, and enhance continuous process improvements. Conduct quality control checks (project reviews) on projects to monitor effectiveness of new changes. Communicate new specifications and requirements to department staff, contractors, and others to ensure adequate support for and understanding of highway construction needs and requirements.

2. Conduct developmental tasks through research and evaluation to develop and implement new engineering standards for construction projects. This includes developing new specifications for the MDT Book of Standard Specifications by researching new information, reviewing previous construction data, and determining the applicability of specifications to ongoing and future projects; and implementing changes and updates for the department's Construction Manual, Detailed Drawings, standard policies, and operational procedures to ensure that documentation meets or exceeds current project standards. Conduct spot-checks on projects (project reviews) to assure new procedures are successful or make modifications to these procedures.

3. Conduct quality control checks through project reviews to determine professional training needs and develops training materials and help guides and presents new technical information on equipment, methods, and programs to District and field construction staff. Conduct spot-checks (project reviews) after training to determine if it has been incorporated into contraction operating procedures or other training needs to be developed. This involves researching, assessing staff competencies, compiling, and analyzing pertinent information; developing training programs and curricula; and presenting information during seminars and in the field.

4. Monitor the effectiveness of contract administration policy and procedures through spot checks on projects and operating procedures, as applied to overall statewide contract administration and bureau project management activities and individual projects, and develop exceptions or modifications to improve efficiency and/or cost-effectiveness as appropriate.

5. Develop and implement quality control standards, methods, and procedures to ensure the department meets established quality levels on a statewide basis. This involves assessing trends through critical assessment points and spot-checks on projects to identify problems (e.g., change orders, design processes, etc.), conducting research into industry standards and trends to develop solutions, coordinating the development and implementation of changes to improve quality control with other sections and divisions, and conducting follow-up analyses to ensure changes were effective and quality levels are being attained. Troubleshoot and test new procedures.

6. Coordinate standard development, research, and preconstruction/construction and contract operating procedures with the FHWA, Asphalt Institute and other regional and national associations to recognize trends, determine their applicability to the MDT, and establish acceptable quality levels (e.g. for construction processes or materials). Develop new or modify existing standards (including justifications for changes and expected end results). Conduct quality control checks (project reviews) to ensure changes were effective or need modifications. Attend national conventions, committees, meetings and bring back operating procedures or process from other state and national agencies or organizations and develop methods and processes to incorporate these procedures into MDT's construction operating procedures or specifications.

7. Researches, develop and implement changes to statewide preconstruction/construction operations, procedures and specifications from Value Engineering proposals and construction claims and disputes. Conduct spot-checks (project reviews) to ensure changes were effective. Prepare studies, summaries, research and special reports related to road

and bridge construction and environmental projects, policies, and standards to incorporate sound judgment and engineering practices into all department processes. Participate in Research Transportation Engineering topics and provide technical expertise and information to appropriate design, construction, materials, and maintenance personnel on highway engineering, environmental, bridge design and construction issues. This involves meeting with research teams to organize project direction, goals, and priorities; analyzing research data at each phase of project development; and writing and distributing findings including conclusions and a recommended course of action.

8. Develop and implement plans and approaches to train and guide employees through the technological advances in construction and engineering and to provide technical advice, troubleshooting, and training in the use of construction engineering computer programs and electronic equipment. Research, evaluate and implement new technologies for use in the construction field; analyze problems and develop solutions; act as a contact for installation of construction technologies; and research, develop, analyze, implement and trouble shoot.

D. OTHER DUTIES AS ASSIGNED 2%

Perform a variety of other engineering, project management, and other activities as assigned by the Constructability Review Section Supervisor/Design-Build Engineer/Value Analysis Engineer, Construction Engineering Services Engineer, Construction Engineer, and Administration Engineer in support of the department mission and division objectives. This includes exchanging information with contractors, agency staff, and the public; providing training, education, and professional and technical assistance; directing special projects and meetings, committees and panels; and attending on going education and training as directed.

1. Be the lead on investigating, analyzing, and developing procedures or a plan to resolve or improve an issue, situation or procedure/policy.

2. Assist MDT Legal or other Departments in the role of a construction and contract administration expert in legal cases, disputes, or special situations.

3. Oversee, direct, and plan meetings, technical panels, committees, post construction reviews, and training sessions that help reach our Department's goals and objectives.

4. Be the supervisor and mentor of Interns, Rotational Engineers, or other employees as needed.

1. ***The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):***

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Field work is conducted is all kinds of weather conditions; in and around heavy traffic; in and around construction equipment and facilities with extensive noise, dust, smoke, fumes, high temperatures and hazardous materials.
- Travel throughout the state (in excess of 25,000 miles per year) to highway project

locations to oversee multiple sites, and out of state travel by airline to national conferences and meetings.
- Walking and standing on back-slopes, in-slopes, and structures under various stages of construction.
- Loading, hauling, delivering, and unloading traffic control devices, equipment, and construction materials weighing up to 60 pounds.

MENTAL
- Operating a personal computer.
- Communicate in writing, in person and over the phone.
- Ability to multi-task and meet inflexible deadlines.
- Making decisions in a timely manner so as to not have a negative effect on construction operations.
- Investigate or develop solutions within short and inflexible time frames.
- Regularly involves contentious situations regarding enforcement of policies, procedures and standards.
- Demands for accuracy in all aspects of work.
- Decision making that affects public health and safety.
- Complex mathematics including statistical analysis.
- Compiling information, Analyzing, Coordinating, Synthesizing, Negotiating, and Instructing.
- Ability to read and understand legal findings and implement parts that are applicable.
- Ability to read and understand Federals Laws and Rule Makings and implement parts that are applicable.

2. ***Does this position supervise others?*** ☐ **Yes** ☑ **No**

3. ***Attach an Organizational Chart.***

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE: The position requires thorough knowledge of the concepts and theories of civil engineering, structural, hydraulic, mathematics, the physical sciences, and highway design; methods and practices of highway construction and construction engineering; engineering policy, highway planning processes, business administration, budget monitoring, organizational theory, materials properties, specifications, and test methods; construction safety practices, environmental engineering, public administration, program management, planning, negotiation and consensus building; advanced computer operating, programming and troubleshooting, claims management and structural construction; ability to apply knowledge in new and innovative ways to find unique and unprecedented solutions to problems associated with major projects, policies, construction procedures and methods. This position requires knowledge of management and personnel conflict techniques and ability to apply policies and procedures. The position also requires thorough knowledge of contract law and contract administration, traffic engineering; highway economic, safety, and efficiency issues; organizational theory and ability to apply; Engineering Division objectives and Construction Engineering Services Bureau goals; project planning; research methods and techniques; state, federal, AASHTO, and FHWA requirements and standards; project

specifications; the Montana Materials Manual, Construction Manual, Traffic Engineering Manual, Standard Specifications for Road and Bridge Construction, and a variety of other specialized engineering manuals and documentation; highway construction methods and techniques; transportation planning, design, and highway construction processes; field applications of highway engineering and construction; environmental rules and regulations; project management and documentation; and construction methods and practices.

SKILLS: This position requires skill in reading and interpreting complex plans, specifications, and contract documents; project management; drawing conclusions and making recommendations; assessing construction plans and projects; design and project layout and surveying; communication and negotiation; regulate and resolve conflicts; analyze and evaluate numerous contracts simultaneously; plan and conduct presentations and training; developing and administering a variety of diverse projects and functions; and developing ideas and solutions for complex problems finding innovative ways to unique and unprecedented solutions to transportation construction and engineering problems using principles and practices of engineering combined with new computer and construction technology; defending controversial issues and policies that require complex personnel skills.

Behaviors required to perform these duties:
See MDT Core Behaviors

Education:
Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- ☐ No education required
- ☐ High school diploma or equivalent
- ☐ 1-year related college/voc. training
- ☐ Related AAS/2-years college/vocational
- ☑ Related Bachelor's Degree
- ☐ Related Master's degree

Please specify the acceptable fields of study: Bachelor's Degree in Civil Engineering, Construction Engineering Technology or a closely related field and six years of progressively responsible experience in highway and/or bridges which may include the areas of highway construction, bridge and road construction, traffic control, project management, materials, design, or laboratory testing, including two years of contract administration or supervisory experience.

Other education, training, certification, or licensing required: Registration as a Professional Engineer in Montana is preferred.

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

☐ No prior experience required	☐ 3 years
☐ 1 year	☐ 4 years
☐ *2 years*	☑ *5 or more years*

Other specific experience: Requires six (6) years of progressively responsible experience in highway and/or bridges which may include the areas of highway construction, bridge and road construction, traffic control, project management, materials, design, or laboratory testing, including two years of contract administration or supervisory experience.

Alternative Qualifications:
This agency will accept alternative methods of obtaining necessary qualifications.

☑ Yes ☐ No

Alternative qualifications include: Progressively responsible experience in highway construction may substitute for education on a year for year basis.

Acceptable experience may substitute for education on a year for year basis. I.e.:

A two-year degree (i.e., an Associate's of Science degree or two-year certificate) in a construction related field and eight (8) years progressively responsible experience in highway and/or bridge construction including two years supervisory or contract administration experience **or**, (10) ten years progressively responsible experience in highway and/or bridge construction including two years supervisory or contract administration experience.

Acceptable experience may include highway construction, bridge and road construction, traffic control, project management, materials, design, laboratory testing and contract administration.

SECTION IV – Other Important Job Information

☐ Fingerprint check	☑ Valid driver's license
☐ Background check	☐ Other; Describe

Other information including working conditions such as shifts, lifting requirements, travel or hours.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name:_____ Title:_____

Signature:_____ Date: _____

Immediate Supervisor:

Name:Jake Goettle_____ Title:D-B, VA, Constructability Engineer _____

Signature:_____ Date: _____

Bureau Chief:

Name: Paul Jagoda _____ Title: CES Engineer_____

Signature:_____ Date: 12-06-16_____

Division/District Administrator:

Name:_____ Title:_____

Signature:_____ Date: _____

Department Designee:

Human Resources Division Human Resources Administrator

Signature:_____ Date: _____